

Section:	Finance
Policy:	3.13
Revised:	May 2020
Approval:	Motion #191

3.13 Donations Policy

1. Purpose

Donations, gifts and fundraising activities play an integral role in achieving Kootenay Christian Academy's mission and vision. This policy outlines the school's requirements for the effective and ethical acceptance and management of donations and the conduct of fundraising activities.

2. Context

Kootenay Christian Academy welcomes donations from its graduates, staff, students, individuals, governments and agencies, the business community and other organizations that support the School's mission and vision.

Donations may be used to support any endeavor or undertaking consistent with the mission and vision of Kootenay Christian Academy, including scholarships, community outreach or to acquire equipment or fund capital projects.

This policy applies to all donations, bequest and fundraising activities (be they in cash or in-kind) and to anyone who is involved in the raising or receipting of funds donated to Kootenay Christian Academy.

This policy is designed to complement the school's fundraising policy.

3. Definitions

The following definitions apply for the purpose of this policy:

- 3.1. Bequest means a donation of property by will.
- 3.2. Donation means a voluntary contribution or gift, whether in cash or kind.
Donations will have the following characteristics:
- 3.3. There is a payment of money or a transfer of the beneficial interest in property;
- 3.4. The payment or transfer is made voluntarily;
- 3.5. The payment or transfer arises by way of benefaction;
- 3.6. No material benefit or advantage is received by the donor.
- 3.7. Donor means any person or organization making a donation to Kootenay Christian Academy.
- 3.8. Fundraising Activity means all activities undertaken by or on behalf of the school with the aim of soliciting or receiving donations.
- 3.9. Grant is the provision of financial assistance from a grant-making entity (such as a charitable foundation) to the school. Grants may be treated as donations if the grant does not involve the return of any material benefit to the grant maker.
- 3.10. Pledge means a documented commitment to make a donation within a specified period of time.

- 3.11. Prospect means a prospective donor, i.e. an individual or organization with both the financial capacity and the likely inclination to support the school through a major donation.
- 3.12. Recognition means actions taken by the school to recognize the generosity of donors, individually or collectively.
- 3.13. Sponsorship means a transfer of money or property to the school in a transaction where the sponsor receives certain specified material benefits in return.
- 3.14. Restricted donations refer to any donation given and received for a specified purpose that cannot normally be used for any other purpose without the donor's approval. (*Donor restrictions will be honoured as long as they are in keeping with who we are as a community and are approved by the Board.*)
- 3.15. Unrestricted donations refer to any donation given and received for no specified purpose that can be used at the discretion of the school.
- 3.16. Will refers to a legal declaration of a person's wishes regarding the disposition of their property after death.

4. Policy Statement:

The principles underpinning this Policy are:

- 4.1. Transparent and ethical processes for the acceptance and management of donations and fundraising activities
- 4.2. Protecting the confidentiality of donors and sponsors consistent with their wishes and to the extent provided by law
- 4.3. Adequately identifying funds and using them for the purpose which they were provided
- 4.4. Compliance with all relevant legislation governing fundraising
- 4.5. There will be a strategic, uniform and coordinated approach for the seeking and acceptance of donations

- 4.5.1. All donations in cash or in-kind are made to Kootenay Christian Academy with the intention of supporting the school's mission and vision. (When a gift is given, unless it is designated specifically for one campus, it belongs to the school as a whole and the Board in partnership with the Principal, Business Manager and Development Office will decide upon its use.
- 4.5.2. To ensure complete transparency and accountability, any donation under \$2000 will be reported to the Board and accompanied by a rationale as to how the donation will be spent. If there are specific instructions attached to the gift, the School Office and/or Principal will share these with the Board. Any decision regarding a donation of \$2000 or greater will be made in conjunction with the Board. The School Office and/or Principal may bring a recommendation to the Board as to its use.
- 4.5.3. In order to maintain donor confidentiality, the Administrator who receives the gift will contact the donor personally to give thanks and, in the case of a donation over \$2000, to explain the process by which a decision will be made as to its use. (Names need not be given to the Board other than to the Board chair who will send a letter of thanks acknowledging the donation and informing the donor where it will be used.
- 4.5.4. The School Office in partnership with the Principal is responsible for managing the school's relationships with donors and prospective donors.
- 4.5.5. No member of the school community or its associated organizations may make formal approaches for fundraising purposes unless coordinated with the School Office and approved by the Board of Directors and Principal.
- 4.5.6. The school only accepts donations where they are ethical in nature and they are consistent with the mission and vision of Kootenay Christian Academy.

The school reserves the right to accept or refuse an offered donation.

5. Procedures

Solicitation of Donations to Kootenay Christian Academy:

- 5.1. Solicitation of donations may be undertaken through various approved methods including, but not limited to, direct mail, face-to-face appeals and fundraising activities (i.e. galas, major fundraising events, annual giving and capital campaigns)
- 5.2. Any staff, students and members of the school community including alumni students wishing to undertake the soliciting of donations or fundraising activities for the school must coordinate activities with the School Office and seek approval from the Board of Directors and Principal. Applications should include who they will be approaching and the methods they intend to use.

Acceptance of Donations Kootenay Christian Academy:

- 5.3. Kootenay Christian Academy accepts donations through a variety of means including: cash, cheque, credit cards, direct deposit, money order, shares, property and approved forms of in-kind donations.

- 5.4. Kootenay Christian Academy will process donations in a timely manner and will, in accordance with relevant legislation, issue a receipt upon acceptance of a donation.
- 5.5. Where an offer of a donation is not accepted, the Board of Directors in conjunction with the Principal will decide the most appropriate manner in which to convey to the donor the school's decision.

Recording and Management of Donations:

- 5.6. The Office Manager is responsible for ensuring that all monetary funds received by the school are deposited into the correct account. The Office Manager in conjunction with the School Office must ensure that:
 - 5.6.1. the donor is issued with an official receipt for tax purposes; and
 - 5.6.2. an appropriate acknowledgement is sent to the donor.
- 5.7. Kootenay Christian Academy will maintain a secure fundraising database and contact Management system that will record sufficient information in order to manage the donations with regards to the donor's intent. Each record may contain:
 - 5.7.1. the name and contact details of the donor or their legal representative;
 - 5.7.2. the type of donation (cash, in-kind, bequest etc);
 - 5.7.3. a description of the donation (cheque, money order, shares, property, pledge, in-kind services);
 - 5.7.4. the amount or value of the donation, including pledge period, if appropriate;
 - 5.7.5. the conditions of the donation (if applicable) including if the donation is to be endowed and the terms of the endowment;
 - 5.7.6. the purpose to which funds/goods/services are to be used;
 - 5.7.7. the receipt details;
 - 5.7.8. the recognition provided to the donor by the school;
 - 5.7.9. the history of contact with the school;
 - 5.7.10. who was responsible for soliciting the donation and who is to be responsible for nurturing the donor.
- 5.8. All information pertaining to a donation is confidential and as such is to be protected from inappropriate distribution and/or publication. Distribution and publication of such information will be consistent with the donor's wishes and to the extent provided by law.